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NON-USPS ADJUSTMENT REQUEST--PAYMENTS
(Fringe Benefit/Employee Business Expense)

STD. 676P (REV. 3-2001) (REVERSE)

INSTRUCTIONS

Please type or print clearly. Complete all required information for each line. Do not use ditto marks to indicate duplicate line information. Entries on Form STD. 676P must be as follows:

P

CSU Only: See PPM Section I-172.2 for special reporting instructions for Student Assistants.

- BOX A -- Item Code.** A separate form STD. 676P is required for each Item Code. Enter the two character ALPHA code, below, for the benefit being reported.

BOX B -- Item Description. Enter the full name, below, of the benefit being reported (e.g., CARS, Standard Business Mileage or MEALS AND LODGING, Non-Receipted Lodging.)

BOX C -- Tax Year. A separate form STD. 676P is required for each tax year.
- If the employee receives reimbursement via revolving fund check, tax year is the calendar year in which the revolving fund check is issued.
 - If the employee receives reimbursement via the State Controller's Office, Claims Process, the tax year is the calendar year in which the warrant is issued.
 - If tax year does not agree with the issue date year (column 9), issue date year will be used.

BOX D -- Page ____ of ____ must be completed.

COLUMN

1. Enter the employee's Social Security Number.

2. Enter the employee's first/middle initials and surname.

3. Enter the three-digit agency code.

4. Enter the three-digit unit number.

5. Enter the pay period in which the benefit amounts were paid or incurred whether reporting reimbursement via revolving fund check or claim warrant.

6. Enter the gross amount subject to withholding.

7. Enter the gross amount **NOT** subject to withholding. This column is used **ONLY** to report the "UP TO" amounts of:
 - Standard Business Mileage;
 - Moving Expense Mileage Reimbursements;
 - Per Diem; or
 - The non-taxable portion of Moving Expense Relocation reimbursement.

COLUMN

8. Enter the State Code-- CA, California
IL, Illinois
NY, New York
Blank, all others

NOTE: FOR VAN POOL DRIVER LEAVE STATE CODE BLANK.

9. Enter the issue date of the benefit payment. Issue date is defined as the last day of the pay period in which payments were issued to the employee.

BOTTOM BOXES

- Enter the agency/campus name.
- Signature/printed name of the reporting officer is required.
- Enter the current date.
- Enter the name and telephone number of the person completing the form.

ITEM CODE	ITEM DESCRIPTION	ITEM CODE	ITEM DESCRIPTION
AR	AIRCRAFT	HE	HOUSING
	<ul style="list-style-type: none">Reimbursement Plans		
	AWARDS/BONUSES/INCENTIVES	HR	<ul style="list-style-type: none">Reimbursement Plans
	<ul style="list-style-type: none">Employee Recognition and Morale Program (CS)	ML	LONG-TERM TRAVEL
	<ul style="list-style-type: none">Health and Safety Incentive Award Program (CS)		
AE	<ul style="list-style-type: none">Safety Incentive Award Program (CS)		
AH	<ul style="list-style-type: none">Miscellaneous Incentive Programs	MP	MEALS AND LODGING
AS	<ul style="list-style-type: none">Incentives Provided by Third Parties		
IM			
IT		MP	<ul style="list-style-type: none">Meals Less than 24-Hour Travel
BM	BICYCLE MILEAGE	MP	<ul style="list-style-type: none">Non-Receipted Lodging
	CAR MILEAGE	MP	<ul style="list-style-type: none">State Per Diem
	<ul style="list-style-type: none">Call Back Mileage	MP	MEALS
	<ul style="list-style-type: none">Commuter Mileage		
	<ul style="list-style-type: none">Remote Headquarters Mileage	OM	<ul style="list-style-type: none">Medical Officer of the Day
CB	<ul style="list-style-type: none">Standard Business Mileage	MR	MOVING EXPENSES
CC			
CR			
CS		MM	<ul style="list-style-type: none">Relocation Expense
EA	EDUCATIONAL ASSISTANCE	DM	PROFESSIONAL/NONPROFESSIONAL DUES AND MEMBERSHIPS
	ENTERTAINMENT EXPENSES		
	ELECTRONIC DEVICES		
	FOREIGN EARNED INCOME	TA	TOOL ALLOWANCES (CS)
	<ul style="list-style-type: none">Housing/COLA (excluded)		
FE	<ul style="list-style-type: none">Housing/COLA (taxable)	TI	TIPS/GRATUITIES
FT			
		TG	TRANSPORTATION SUBSIDIES
		TD	<ul style="list-style-type: none">Discount Travel/Transit Passes
		TV	<ul style="list-style-type: none">Van Pool Driver (CS)
		UA	UNIFORM ALLOWANCES